

**APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS**

Application No.02:31C

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
1.	<p data-bbox="250 428 558 459"><u>ACCIDENT REPORTS</u></p> <p data-bbox="250 495 938 632">Dates: 1965- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="250 667 1438 699">Recommendation: Retain for seven (7) years, then dispose of.</p> <p data-bbox="250 835 1474 905">The title of item #2 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.</p> <div data-bbox="902 1058 1401 1108"><hr/>Chairman</div>
2.	<p data-bbox="250 1150 1479 1329"><u>ADMINISTRATIVE/CORRESPONDENCE FILES</u> <u>ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE,</u> <u>INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT</u> <u>RELATED TO ANOTHER RECORDS SERIES, REFERENCE MATERIALS,</u> <u>PUBLICATIONS, ETC.</u></p> <p data-bbox="250 1365 1040 1501">Dates: 1965- Volume: 45 Cubic Feet/2 MB Annual Accumulation: 5 Cubic Feet/1 MB Arrangement: Chronological</p> <p data-bbox="250 1537 1479 1665">Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>

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	<p>The recommendation of item #3 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.</p> <p style="text-align: right;">_____ Chairman</p>
3.	<p><u>AGENDAS</u></p> <p>Dates: 1965- Volume: 5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for sixty (60) days, then dispose of. <i>Retain permanently.</i></p>
4.	<p><u>ANIMAL LICENSE RECORDS</u></p> <p>Dates: 1965- Volume: 10 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year after expiration, then dispose of.</p>

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5.	<u>ANNEXATIONS, DEDICATIONS, EASEMENTS, COVENANTS, RIGHT OF WAYS, SUBDIVISION FILES</u> Dates: 1965- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
6.	<u>ANNUAL FINANCIAL STATEMENTS</u> Dates: 1931- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
7.	<u>APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND RECORDS DISPOSAL CERTIFICATES</u> Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
8.	<u>APPOINTMENT BOOKS, DESK CALENDARS & PHONE MESSAGES</u> Dates: 1971- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.

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9.	<p><u>APPRAISALS</u></p> <p>Dates: 1969- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years after superseded, then dispose of.</p>
10	<p><u>APPROPRIATION RECORDS</u></p> <p>Dates: 1965- Volume: 8 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
11.	<p><u>ASSESSED VALUATION AND RATE REPORTS</u></p> <p>Dates: 1965- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
12.	<p><u>AUDITS</u></p> <p>Dates: 1970- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain one copy of each audit report permanently. Retain duplicate audits for one (1) year, then dispose of.</p>

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13.	<p data-bbox="250 457 461 491"><u>BID RECORDS</u></p> <p data-bbox="250 527 935 663">Dates: 1925- Volume: 8 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="250 695 1422 867">Recommendation: Retain successful bids for ten (10) years after terms of the related contract are completed, then dispose of. Retain unsuccessful bids for three (3) years after rejection, then dispose of.</p> <p data-bbox="250 1035 1474 1104">The recommendation of item #14 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.</p> <div data-bbox="902 1255 1399 1304"><hr/>Chairman</div>
14.	<p data-bbox="250 1350 505 1383"><u>BOARD PACKETS</u></p> <p data-bbox="250 1415 943 1551">Dates: 1989- Volume: 14 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p data-bbox="250 1583 1479 1686">Recommendation: Retain until administrative use is complete, then dispose of. Retain one copy of each permanently.</p>

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15.	<p data-bbox="250 464 482 495"><u>BOND RECORDS</u></p> <p data-bbox="250 531 938 667">Dates: 1933- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="250 699 1474 869">Recommendation: Retain for two (2) years after cancellation or due date, then dispose of. Surety, Performance, & Revenue Bonds: Retain for seven (7) years, then dispose of. Bond Issue Records: Retain permanently.</p>

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16.	<u>BUDGET WORK PAPERS</u> Dates: 1945- Volume: 15 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
17.	<u>BUDGETS</u> Dates: 1949- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
18.	<u>BUILDING INSPECTIONS</u> Dates: 1930- Volume: 8 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for five (5) years, then dispose of.

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19.	<p>The recommendation of item #19 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.</p> <p style="text-align: right;">_____ Chairman</p> <p><u>BUILDING PERMITS & PLANS</u></p> <p>Dates: 1922- Volume: 75 Cubic Feet Annual Accumulation: 4 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Residential Permits & Plans: Retain for five (5) years, then dispose of. Commercial, Industrial & Multi-family Dwellings: Retain permanently. <i>Retain residential permits, plans and inspections for fourteen (14) years, then dispose of.</i> <i>Retain commercial, industrial and multi-family dwelling permits, plans and inspections permanently or for fourteen (14) years after life of structure, then dispose of.</i></p>

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20.	<p><u>BUILDING PERMIT MONTHLY REPORT</u></p> <p>Dates: 1922- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
21.	<p><u>BUSINESS LICENSE RECORDS</u></p> <p>Dates: 1965- Volume: 15 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after closure of business, then dispose of.</p>
22.	<p><u>CABLE TV FRANCHISE APPLICATIONS & AGREEMENTS</u></p> <p>Dates: 1995- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Franchise Records: Retain permanently. Applications & Agreements: Retain contracts and contract renewals for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.</p>
23.	<p><u>CANCELLED CHECKS, BANK STATEMENTS & DEPOSIT SLIPS</u></p> <p>Dates: 1935- Volume: 60 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of. Copies: Retain for two (2) years, then dispose of.</p>

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24.	<u>CASH RECEIPTS</u> Dates: 1935- Volume: 75 Cubic Feet Annual Accumulation: 4 Cubic Feet Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
25.	<u>CENSUS RECORDS</u> Dates: 1943- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for five (5) years, then dispose of. Special Census Records: Retain permanently.
26.	<u>CHECK STUBS & COPIES</u> Dates: 1935- Volume: 40 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
27.	<u>CIRCUIT COURT FREE TRANSMITTALS</u> Dates: 1975- Volume: 15 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.

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28.	<p><u>COMPREHENSIVE PLANS, STUDIES & SURVEYS, LONG RANGE PLANS</u></p> <p>Dates: 1950- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Comprehensive & Long Range Plans: Retain permanently. Studies & Surveys: Retain for ten (10) years, then dispose of.</p>
29.	<p><u>CONSTRUCTION RECORDS</u></p> <p>Dates: 1965- Volume: 30 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain construction records for ten (10) years following completion of terms of the contract, then dispose of. Retain plans and specifications permanently. Retain other records within this record series for seven (7) years, then dispose of.</p>
30.	<p><u>CONTRACTORS LICENSES, BONDS & CERTIFICATES OF INSURANCE</u></p> <p>Dates: 1935- Volume: 20 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years after expiration, then dispose of.</p>

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31.	<p><u>CONTRACTS, AGREEMENTS & LEASES</u></p> <p>Dates: 1921- Volume: 30 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain contracts and contract renewals for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.</p>
32.	<p><u>COOK COUNTY TREASURER TAX STATEMENTS</u></p> <p>Dates: 1973- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
33.	<p><u>DAILY CASH REPORTS</u></p> <p>Dates: 1942- Volume: 50 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
34.	<p><u>DEPARTMENTAL REPORTS</u></p> <p>Dates: 1950- Volume: 8 Cubic Feet Annual Accumulation: ¼ Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.</p>

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35.	<u>ELECTION RECORDS</u> Dates: 1959- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year, then dispose of.
36.	<u>EMPLOYMENT APPLICATION (SOLICITED & UNSOLICITED) & SUPPORT DOCUMENTS</u> Dates: 1962- Volume: 5 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological Recommendation: Retain solicited applications and supporting documents for two (2) years from date of the application, then dispose of. Retain unsolicited applications and supporting documents for one (1) year from date of the application, then dispose of.
37.	<u>EPA INSPECTIONS</u> Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three (3) years, then dispose of.

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38.	<u>EPA OPERATING PERMITS</u> Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for five (5) years after expiration, then dispose of.
39.	<u>EPA REPORTS</u> Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain chemical sample reports for ten (10) years, then dispose of. Retain bacteriological sample reports for five (5) years, then dispose of.
40.	<u>EPA VIOLATION RECORD</u> Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three (3) years after settlement, then dispose of.
41.	<u>EEOC RECORDS</u> Dates: 1967- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for five (5) years, then dispose of.

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42.	<u>EQUIPMENT/MAINTENANCE RECORDS</u> Dates: 1945- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain until equipment is sold, traded, or junked, then dispose of.
43.	<u>FCC LICENSE</u> Dates: 1952- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years after expiration, then dispose of.
44.	<u>FREEDOM OF INFORMATION ACT REQUESTS & DENIALS</u> Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years from date of filing, then dispose of.
45.	<u>GAS RECEIPTS/TICKETS</u> Dates: 1967- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.

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46.	<p><u>GRANT RECORDS</u></p> <p>Dates: 1945- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.</p>
47.	<p><u>HYDRANT FLOW TESTS/INSPECTIONS</u></p> <p>Dates: 1962- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
48.	<p><u>ILLINOIS DEPARTMENT OF TRANSPORTATION ANNUAL WATER USE AUDIT</u></p> <p>Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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49.	<p data-bbox="256 451 487 493"><u>IMRF RECORDS</u></p> <p data-bbox="256 514 941 661">Dates: 1950- Volume: 8 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 682 1477 1039">Recommendation: Retain designation of beneficiary forms until superseded by new designation or until terminated employee's 78th birthday, whichever occurs first, then dispose of. If employee has not retired by age 78, retain designation of beneficiary for ten (10) years after termination of employee, then dispose of. Retain all other records within this record series for seven (7) years, then dispose of.</p>
50.	<p data-bbox="256 1071 714 1113"><u>INSURANCE POLICES-CLAIMS</u></p> <p data-bbox="256 1134 941 1281">Dates: 1929- Volume: 8 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 1302 1477 1449">Recommendation: Retain policies for seven (7) years after expiration or cancellation, then dispose of. Retain claims for seven (7) years after settlement of claim, then dispose of.</p>
51.	<p data-bbox="256 1480 470 1522"><u>INVENTORIES</u></p> <p data-bbox="256 1543 941 1690">Dates: 1957- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 1711 1477 1785">Recommendation: Retain for two (2) years after superseded by new inventory, then dispose of.</p>

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52.	<p data-bbox="261 457 605 489"><u>INVESTMENT RECORDS</u></p> <p data-bbox="261 527 943 663">Dates: 1935- Volume: 10 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological</p> <p data-bbox="261 699 1482 867">Recommendation: Retain certificates of deposit, securities, and treasury notes for seven (7) years after date of maturity, then dispose of. Retain other records within this series for seven (7) years, then dispose of.</p>
53.	<p data-bbox="261 909 683 940"><u>INVOICE/CHECK LISTINGS</u></p> <p data-bbox="261 976 943 1113">Dates: 1955- Volume: 40 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p data-bbox="261 1148 1482 1245">Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.</p>
54.	<p data-bbox="261 1287 1482 1350"><u>LEDGERS, JOURNALS & REGISTERS (GENERAL PAYROLL, UTILITIES, ACCOUNTS PAYABLE & RECEIVABLE, ETC.)</u></p> <p data-bbox="261 1386 967 1522">Dates: 1931- Volume: 120 Cubic Feet Annual Accumulation: 8 Cubic Feet Arrangement: Chronological</p> <p data-bbox="261 1558 1482 1686">Recommendation: Monthly/daily ledgers, journals & registers: Retain for two (2) years, then dispose of. Annual/ledgers, journals & registers: Retain for seven (7) years, then dispose of.</p>

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55.	<p><u>LEGAL FILES</u></p> <p>Dates: 1950- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years after closure of case, then dispose of. Retain legal opinions Permanently.</p>
56.	<p><u>LEGAL NOTICES, CERTIFICATES OF PUBLICATIONS & PRESS RELEASES</u></p> <p>Dates: 1924- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
57.	<p><u>LIENS</u></p> <p>Dates: 1937- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year after settlement or dismissal, then dispose of.</p>
58.	<p><u>LIQUOR LICENSE RECORDS</u></p> <p>Dates: 1990- Volume: 10 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after closure of business, then dispose of. Retain license for one (1) year after expiration, then dispose of.</p>

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59.	<p><u>MAPS, PLATS, BLUEPRINTS & SURVEYS</u></p> <p>Dates: 1965- Volume: 10 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
60.	<p><u>METROPOLITAN WATER RECLAMATION</u></p> <p>Dates: 1957- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Permits: Retain for five (5) years, then dispose of. Plans: Retain permanently. Administrative Records: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
61.	<p><u>MINUTES</u></p> <p>Dates: 1965- Volume: 12 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain originals permanently. Retain duplicate minutes for one (1) year, then dispose of.</p>

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62.	<p data-bbox="256 457 683 489"><u>MOTOR FUEL TAX RECORDS</u></p> <p data-bbox="256 527 946 663">Dates: 1969- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 699 1484 905">Recommendation: Retain construction records for ten (10) years following completion of the terms of the contract, then dispose of. Retain plans and specifications permanently. Retain other records within this record series for seven (7) years, then dispose of.</p>
63.	<p data-bbox="256 940 646 972"><u>MUNICIPAL CODE BOOKS</u></p> <p data-bbox="256 1010 946 1146">Dates: 1940- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 1182 1138 1213">Recommendation: Retain one copy permanently.</p>
64.	<p data-bbox="256 1249 1484 1318"><u>MUNICIPAL TAX RECORDS (RETAILER, SALES, OCCUPATION, HOTEL/MOTEL INFRASTRUCTURE, ETC.)</u></p> <p data-bbox="256 1354 946 1491">Dates: 1952- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 1526 1446 1556">Recommendation: Retain for seven (7) years, then dispose of.</p>

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65.	<p data-bbox="259 457 1047 487"><u>NEGOTIATION/COLLECTIVE BARGAINING RECORDS</u></p> <p data-bbox="259 525 941 661">Dates: 1967- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="259 693 1485 829">Recommendation: Retain one (1) copy of each collective bargaining agreement permanently. Retain support documentation for fifteen (15) years, then dispose of.</p>
66.	<p data-bbox="259 871 933 900"><u>OFFICIAL OATHS, BOND & APPOINTMENTS</u></p> <p data-bbox="259 938 941 1075">Dates: 1916- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="259 1106 1485 1176">Recommendation: Retain for two (2) years after expiration of term of office, then dispose of.</p>
67.	<p data-bbox="259 1218 779 1247"><u>ORDINANCE VIOLATION RECORDS</u></p> <p data-bbox="259 1285 941 1421">Dates: 1965- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="259 1453 1485 1522">Recommendation: Retain for three (3) years after settlement, then dispose of.</p>
68.	<p data-bbox="259 1564 722 1593"><u>ORDINANCES & RESOLUTIONS</u></p> <p data-bbox="259 1631 941 1768">Dates: 1958- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="259 1799 1485 1890">Recommendation: Retain ordinances permanently. Retain resolutions for sixty (60) days, then dispose of provided they are recorded in the minutes.</p>

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69.	<p data-bbox="261 426 1049 457"><u>PAID BILLS, INVOICES, VOUCHERS & WARRANTS</u></p> <p data-bbox="261 493 967 630">Dates: 1925- Volume: 240 Cubic Feet Annual Accumulation: 6 Cubic Feet Arrangement: Chronological</p> <p data-bbox="261 665 1484 766">Recommendation: Retain for seven (7) years, then dispose of. Copies: Retain for two (2) years, then dispose of.</p>
70.	<p data-bbox="261 804 550 835"><u>PAYROLL RECORDS</u></p> <p data-bbox="261 871 948 1008">Dates: 1953- Volume: 85 Cubic Feet Annual Accumulation: 3 Cubic Feet Arrangement: Chronological</p> <p data-bbox="261 1043 1484 1417">Recommendation: Monthly Payroll Records: Retain for two (2) years, then dispose of. Annual Payroll Records: Retain for seven (7) years, then dispose of. Individual Earning Records: Retain individual earnings records for sixty (60) years or until terminated employee's 78th birthday, whichever occurs first, then dispose of. If the employee has not retired by age 78, retain individual earnings records for ten (10) years after termination of employment, then dispose of.</p>
71.	<p data-bbox="261 1455 550 1486"><u>PENSION RECORDS</u></p> <p data-bbox="261 1522 948 1659">Dates: 1950- Volume: 15 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological</p> <p data-bbox="261 1694 1484 1858">Recommendation: Retain pension application and final payment permanently. Retain other records in this records series for seven (7) years after date of last payment of benefits to the retiree or the beneficiary, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
72.	<p><u>PERSONNEL PROPERTY REPLACEMENT TAX RECORDS</u></p> <p>Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
73.	<p><u>PERSONNEL FILES</u></p> <p>Dates: 1962- Volume: 35 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain individual work and salary history records for sixty (60) years or until terminated employee's 78th birthday, whichever occurs first, then dispose of. If employee has not retired by age 78, retain individual work and salary history records for ten (10) years after termination of employment, then dispose of. Retain all other records within this record series for five (5) years after termination of employment, then dispose of.</p>
74.	<p><u>PETITIONS</u></p> <p>Dates: 1935- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of except for those relating to annexations, land dedication, street and alley vacations, which must be retained permanently.</p>

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75.	<p><u>PETTY CASH RECORDS</u></p> <p>Dates: 1971- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of. Receipts: Retain for two (2) years, then dispose of.</p>
76.	<p><u>POSTAGE RECORDS</u></p> <p>Dates: 1970- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
77.	<p><u>PUMPAGE REPORTS</u></p> <p>Dates: 1960- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Monthly Reports: Retain for two (2) years, then dispose of. Annual Reports: Retain for ten (10) years, then dispose of.</p>
78.	<p><u>PURCHASE ORDERS & REQUISITIONS</u></p> <p>Dates: 1954- Volume: 25 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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79.	<u>REAL ESTATE TRANSFER TAX DECLARATIONS</u> Dates: 1975- Volume: 8 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
80.	<u>RECEIPTS</u> Dates: 1926- Volume: 60 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
81.	<u>REFERENDA MATERIALS</u> Dates: 1975- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain until administrative use is complete, then dispose of.
82.	<u>RESIDENT COMPLAINTS</u> Dates: 1985- Volume: 10 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological Recommendation: Retain for three (3) years after settlement, then dispose of.

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83.	<p data-bbox="264 453 708 485"><u>REVENUE SHARING RECORDS</u></p> <p data-bbox="264 520 951 659">Dates: 1967- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 695 1487 831">Recommendation: Retain allocation report for ten (10) years, then dispose of. Retain other records within this record series for seven (7) years, then dispose of.</p>
84.	<p data-bbox="264 867 976 898"><u>SOLICITOR/PEDDLER/JUNK DEALER PERMITS</u></p> <p data-bbox="264 934 951 1073">Dates: 1980- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1108 1487 1178">Recommendation: Retain for one (1) year after expiration, then dispose of.</p>
85.	<p data-bbox="264 1213 764 1245"><u>SPECIAL ASSESSMENT RECORDS</u></p> <p data-bbox="264 1281 951 1419">Dates: 1892- Volume: 8 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1455 1487 1524">Recommendation: Retain for seven (7) years after expiration of assessment, then dispose of.</p>

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86.	<p><u>STATE & FEDERAL TAX RECORDS</u></p> <p>Dates: 1971- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain W-4's for five (5) years after termination of employment or until W-4 is superseded by a new W-4, then dispose of. Retain all other tax forms in this record series for seven (7) years, then dispose of.</p>
87.	<p><u>STATE OF ILLINOIS COMMERCE COMMISSION HEARING NOTICES</u></p> <p>Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
88.	<p><u>STATE OF ILLINOIS DEPARTMENT OF REVENUE SUPPLEMENTAL REPORT</u></p> <p>Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
89.	<p><u>STATE OF ILLINOIS DEPARTMENT OF REVENUE TAX EXEMPTIONS</u></p> <p>Dates: 1970- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain until superseded, then dispose of.</p>

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90.	<p><u>STATEMENT OF ECONOMIC INTEREST RECORDS</u></p> <p>Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years after date of filing with the county clerk, then dispose of.</p>
91.	<p><u>SURVEY REPORTS (CENSUS, BOUNDARY, EEOC GOVERNMENT EMPLOYMENT, ETC.)</u></p> <p>Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
92.	<p><u>TAX ANTICIPATION WARRANTS</u></p> <p>Dates: 1965- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
93.	<p><u>TAX LEVY RECORDS</u></p> <p>Dates: 1965- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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94.	<p><u>TIME RECORDS (SICK, VACATION, OVERTIME, COMPENSATORY, LEAVES, ETC.)</u></p> <p>Dates: 1976- Volume: 40 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of provided information has been transferred to the employees work history.</p>
95.	<p><u>TREASURERS REPORTS</u></p> <p>Dates: 1945- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.</p>
96.	<p><u>UNEMPLOYMENT COMPENSATION RECORDS</u></p> <p>Dates: 1970- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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97.	<p><u>U.S. IMMIGRATION & NATURALIZATION EMPLOYMENT ELIGIBILITY VERIFICATIONS FORM I-9</u></p> <p>Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: If person is employed for less than three years, retain for three (3) after date of hire, then dispose of. If person is employed for three years or longer, then retain for one (1) year after termination of employment, then dispose of.</p>
98.	<p><u>UTILITY BILL RECEIPTS & STUBS</u></p> <p>Dates: 1970- Volume: 60 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
99.	<p><u>UTILITY COMPANY PERMITS</u></p> <p>Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after expiration, then dispose of.</p>
100.	<p><u>UTILITY DELINQUENCY RECORDS</u></p> <p>Dates: 1970- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years after settlement, then dispose of.</p>

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101.	<p data-bbox="264 426 711 457"><u>UTILITY DEPOSIT REFUNDS</u></p> <p data-bbox="264 493 951 630">Dates: 1970- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 665 1490 730">Recommendation: Retain for two (2) years after disconnection & refund, then dispose of.</p>
102.	<p data-bbox="264 768 651 800"><u>UTILITY FUND LEDGERS</u></p> <p data-bbox="264 835 951 972">Dates: 1970- Volume: 45 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p data-bbox="264 1008 1490 1113">Recommendation: Monthly Ledgers: Retain for two (2) years, then dispose of. Annual Ledgers: Retain for seven (7) years, then dispose of.</p>
103.	<p data-bbox="264 1148 959 1180"><u>UTILITY METER INSTALL/REMOVE RECORDS</u></p> <p data-bbox="264 1215 951 1352">Dates: 1970- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1388 1393 1419">Recommendation: Retain for one (1) year, then dispose of.</p>
104.	<p data-bbox="264 1455 691 1486"><u>UTILITY METER READINGS</u></p> <p data-bbox="264 1522 951 1659">Dates: 1970- Volume: 25 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p data-bbox="264 1694 1393 1726">Recommendation: Retain for one (1) year, then dispose of.</p>

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105.	<u>UTILITY ON/OFF NOTICES</u> Dates: 1970- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year, then dispose of.
106.	<u>VARIANCE RECORDS</u> Dates: 1947- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for five (5) years after expiration, then dispose of.
107.	<u>VEHICLE LICENSE RECORDS</u> Dates: 1975- Volume: 20 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological Recommendation: Retain for one (1) year after expiration, then dispose of.
108.	<u>VEHICLE RECORDS (MAINTENANCE, TITLES, REGISTRATIONS, ETC.)</u> Dates: 1979- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain until vehicle is dispose of, then dispose of.

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109.	<u>WATER FLOW CHARTS</u> Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three (3) years, then dispose of.
110.	<u>WATER LEVEL CHARTS (PUMP ACTIVITY)</u> Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
111.	<u>WATER MAIN BREAK RECORDS</u> Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years after completion of work, then dispose of.
112.	<u>WATER SAMPLE REPORTS</u> Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain chemical sample reports for ten (10) years, then dispose of. Retain bacteriological sample reports for five (5) years, then dispose of.

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113.	<p><u>WORK ORDERS</u></p> <p>Dates: 1981- Volume: 8 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for sixty (60) days after completion of work, then dispose of.</p>
114.	<p><u>WORKER'S COMPENSATION RECORDS</u></p> <p>Dates: 1970- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years after settlement, then dispose of.</p>
115.	<p><u>ZONING/PLANNING RECORDS</u></p> <p>Dates: 1975- Volume: 10 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Approved Requests: Retain permanently. Denied Requests: Retain for one (1) year after denial, then dispose of.</p>

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116.	<p>The following items #116 - 117 were added to Application 02:031C and approved by the Local Records Commission of Cook County on February 19, 2013.</p> <p style="text-align: right;">_____ Chairman</p> <p><u>BANKRUPTCY NOTICES AND SUPPORT DOCUMENTS (THIS RECORD SERIES CONSISTS OF BANKRUPTCY NOTIFICATIONS AND MAY INCLUDE PROOF OF CLAIM FOR MONEY OWED TO THE MUNICIPALITY, RECORD OF VOTES OF CREDITORS REGARDING ACCEPTANCE OF THE BANKRUPTCY PLAN, NOTIFICATION OF MEETINGS WITH CREDITORS, NOTICES OF MONEY OWED TO OTHER CREDITORS, COPY OF DISCHARGE NOTICES, ETC.)</u></p> <p>Dates: 2004- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain records related specifically to bankruptcy claims by the municipality for three (3) years after settlement or dismissal, then dispose of. Retain records related to other creditors not affecting the bankruptcy proceeding of the municipality against the debtor, for one (1) year, then dispose of.</p>

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117.	<p data-bbox="261 422 1479 758"><u>FORECLOSURE NOTICES (THIS RECORD SERIES CONSISTS OF NOTICES OF PENDING FORECLOSURES WITHIN THE COMMUNITY. THE NOTICE WILL CONTAIN INFORMATION IDENTIFYING THE ADDRESS OF THE PROPERTY AND THE IDENTIFICATION OF THE MORTGAGE. A SECOND NOTICE IS SENT TO THE MUNICIPALITY LISTING THE PURCHASER AND THEIR CONTACT INFORMATION FOLLOWING THE SALE OF THE REAL ESTATE. MUNICIPALITIES MUST USE THEIR WEBSITES TO LIST THE ADDRESSES RECEIVING FORECLOSURE NOTICES. POSTING THE INFORMATION AT THE MAIN OFFICE OF THE MUNICIPALITY IS PERMISSIBLE IF THE MUNICIPALITY DOES NOT HAVE A WEBSITE.)</u></p> <p data-bbox="261 800 948 932">Dates: 2004- Volume: 4 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p data-bbox="261 974 1390 1003">Recommendation: Retain for one (1) year, then dispose of.</p>

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	<p>The following items #118-120 were added to application 02:031C and approved by the Local Records Commission of Cook County on June 11, 2019.</p>
	<p style="text-align: right;">_____ Chairman</p>
118.	<p><u>AUDIO/VIDEO RECORDINGS OF OPEN MEETINGS</u></p> <p>Dates: 2003- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain audio recordings for sixty (60) days after adoption of minutes, then dispose of. Retain video recordings thirty (30) days after date of meeting, then dispose of.</p>
119.	<p><u>INTERGOVERNMENTAL AGENCY AGREEMENTS</u></p> <p>Dates: 2007- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for five (5) years following completion of the terms of the agreement, then dispose of.</p>

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120.	<p data-bbox="266 422 1463 491"><u>OPEN MEETINGS ACT CERTIFICATIONS OF COMPLETION OF TRAINING AND OPEN MEETINGS ACT CERTIFICATES OF COURSE COMPLETION</u></p> <p data-bbox="266 527 1000 667">Dates: 2010- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="266 699 1516 940">Recommendation: Retain records of designees and elected or appointed officials required to be tested annually for five (5) years after completion of training, then dispose of. Retain records of other elected or appointed officials for five (5) years after leaving office, then dispose of.</p>